USER MANUAL

Mosaic Patisserie
Public website and management system

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INSTALLATION (MOVING THE SYSTEM ONTO THE SERVER)

*(Please note that the system has already been installed and that the **following instructions should only be used if there has been an emergency** and you've lost the website or you're just reading through. The website can be found at "www.mosaicpatisserie.net")*

As agreed during the production of the system, the web-host that is being utilized is "hostpapa". A couple of things are required before you can move the system onto the "hostpapa" server. Firstly, you need an FTP client. An FTP client is basically something that helps you to move files onto another server, in this case, from your server to the "hostpapa" server.

The most popular and commonly used FTP client is "Filezilla", which is also what we'll be using in this manual. You need to download "Filezilla" in order to move the systems files onto the hostpapa server, and you can download "Filezilla" from the following link:

Downloading an FTP link: https://filezilla-project.org/

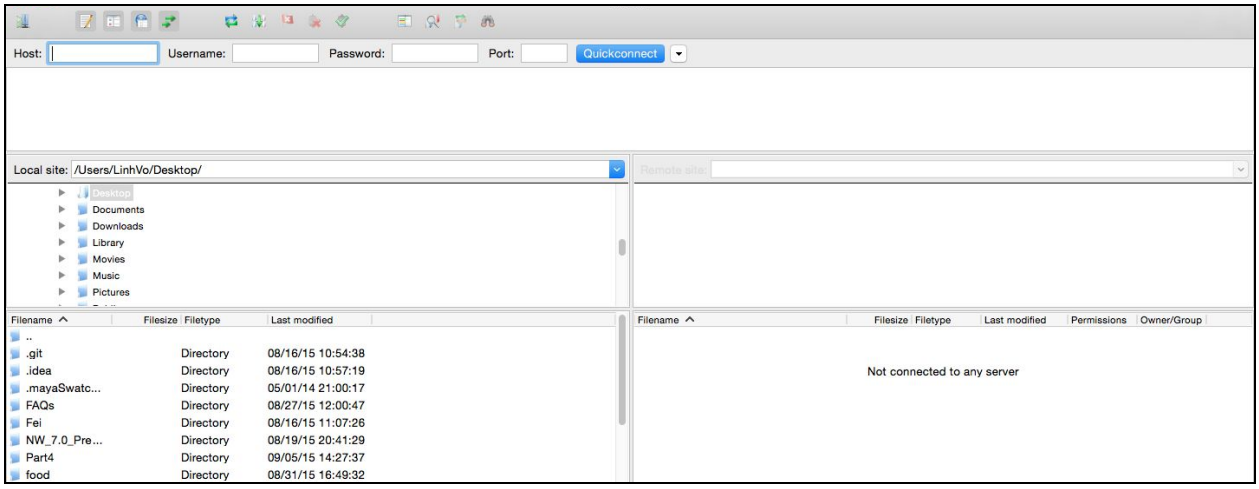
Ensure that you click "Download Filezilla Server For Windows only", as you are using the Windows 7 operating system.

https://filezilla-project.org
FileZilla
The free FTP solution
Home
FileZilla
Features
Screenshots
Download
Documentation
FileZilla Server
Download
Community
Forum
Project page
Wiki
General
Contact
License
Privacy Policy
Development
Source code
Nightly builds
Translations
Version history
Changelog
Issue tracker
Other projects
Octochess
PayPal
DONATE
Sponsors:
Overview
Welcome to the homepage of FileZilla, the free FTP solution. Both a client and a server are available. FileZilla is open source software distributed free of c
terms of the GNU General Public License
Support is available through our forums, the wiki and the bug and feature request trackers.
In addition, you will find documentation on how to compile FileZilla and nightly builds for multiple platforms in the development section.
Quick download links
Download FileZilla Client
All platforms
Download FileZilla Server
Windows only
Pick the client if you want to transfer files. Get the server if you want to make files available for others.
News
2015-09-04 - FileZilla Client 3.14.0-rc1 released
New features:
Add support for password-protected SSH private keys
SSH private keys not in PuTTY's native format no longer need to be converted if they aren't password-protected
When using synchronized browsing, changing to a directory that does not exist on both sides now asks whether the missing directory should be
Bugfixes and minor changes:
SSH1 support for SFTP has been disabled
2015-08-24 - FileZilla Client 3.13.1 released

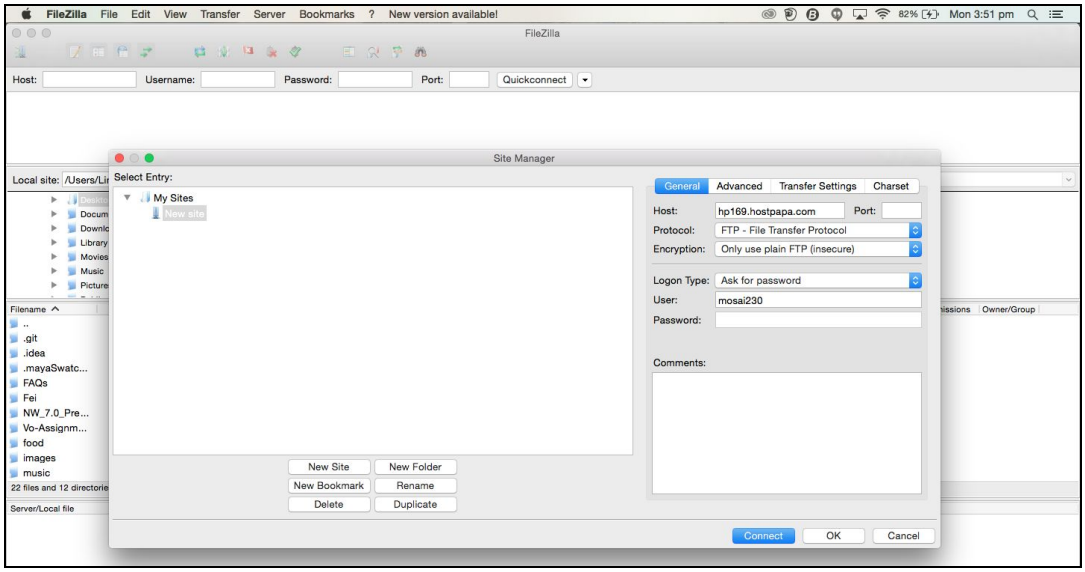
Once downloaded you only need to unzip the file and follow the instructions as to how to install the program. The following link has more instructions as to how to install Filezilla onto a Windows computer.

Instructions on how to install Filezilla https://wiki.filezilla-project.org/Client_Installation

Moving onto to actually moving the system onto the server - Once you have Filezilla installed and opened it should look like this…



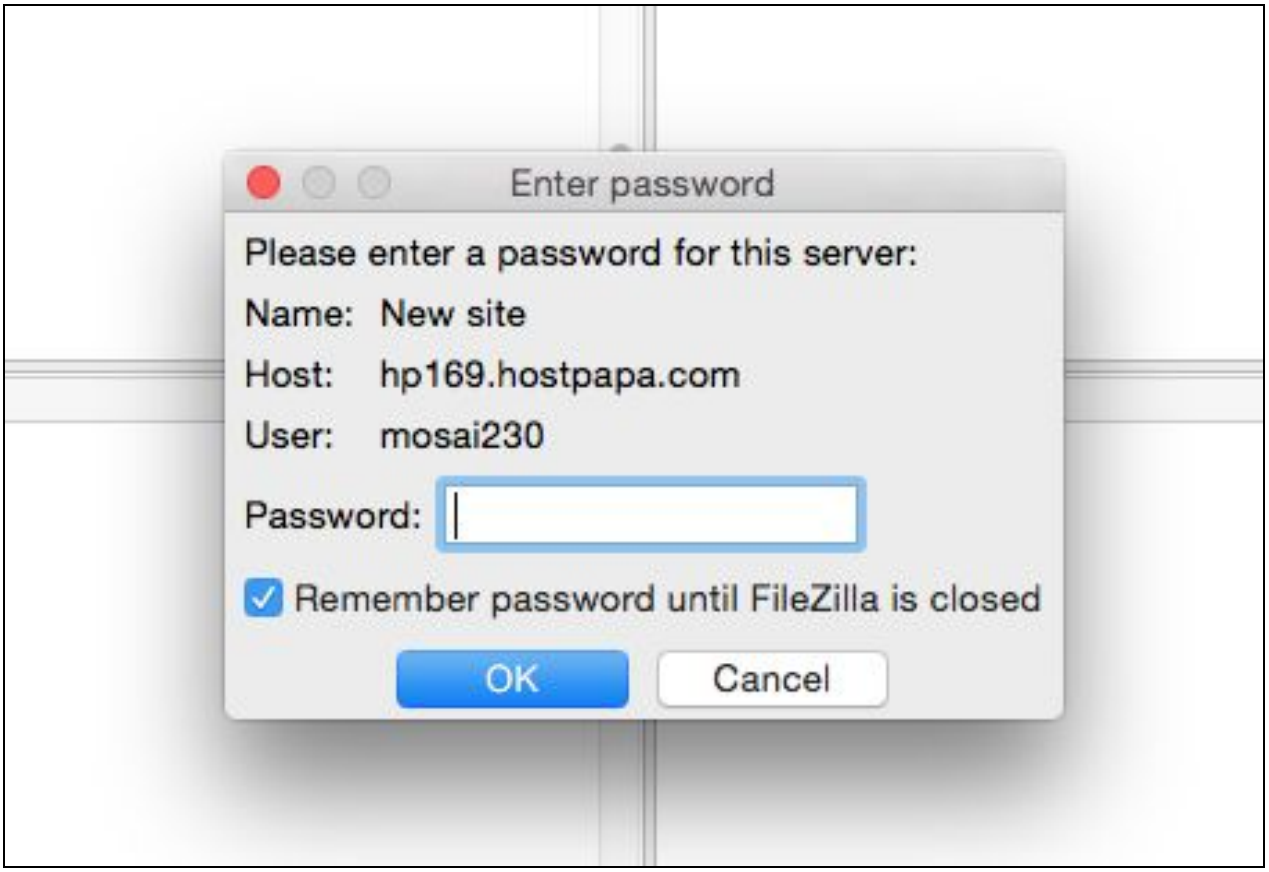
The next step is to find the “site manager” menu by clicking on the “File” menu in the top left hand corner of the screen. Once you’ve clicked on this menu, you should be redirected to a screen that looks like this:



In the following fields, you need to type in the following information or choose the following options from a dropdown box.

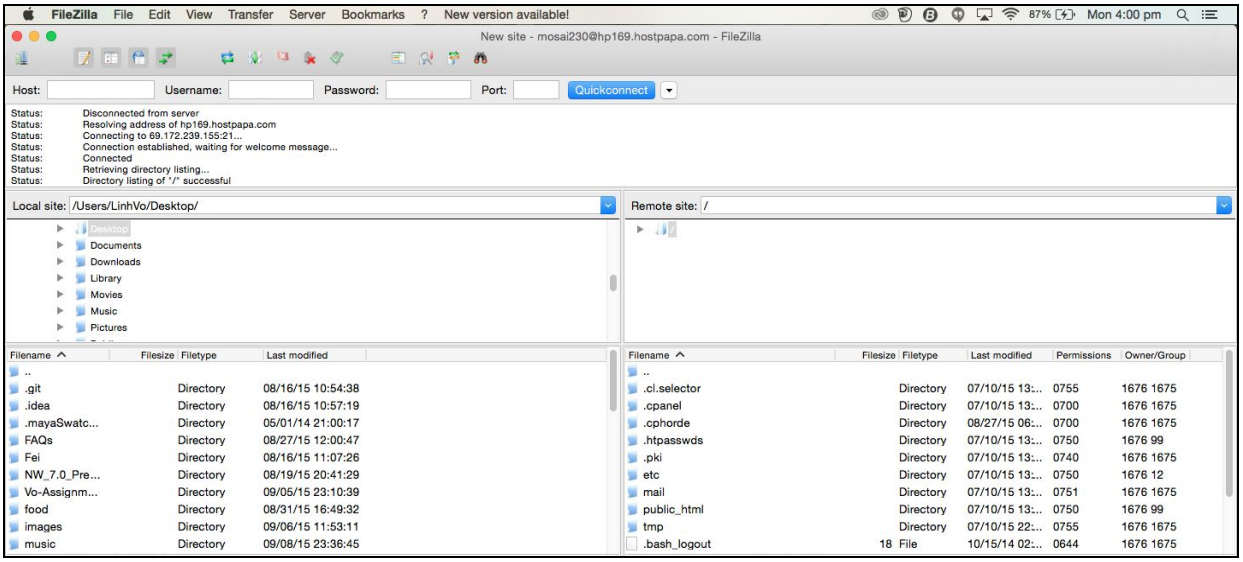
Field	Details to be typed in	Drop down box selection
Host	hp169.hostpapa.com	
Port	21	
protocol		FTP - File Transfer protocol
Encryption		Only use plain FTP (insecure)
Logon Type		Ask for password
Username	mosai230	mp12345

Once you've entered the necessary details, you'll be take to this little screen:



This is where you can enter the password: mp12345

Once you're connected, your screen should look like this:


FileZilla File Edit View Transfer Server Bookmarks ? New version available!
New site - mosai230@hp169.hostpapa.com - FileZilla
Host: Username: Password: Port: Quickconnect
Status: Disconnected from server
Status: Resolving address of hp169.hostpapa.com
Status: Connecting to 69.172.239.155:21...
Status: Connection established, waiting for welcome message...
Status: Connected
Status: Retrieving directory listing...
Status: Directory listing of "/" successful
Local site: /Users/LinhVo/Desktop/
Remote site: /
Desktop
Documents
Downloads
Library
Movies
Music
Pictures
Filename Filesize Filetype Last modified
.. Directory
.git Directory 08/16/15 10:54:38
.idea Directory 08/16/15 10:57:19
.mayaSwatc... Directory 05/01/14 21:00:17
FAQs Directory 08/27/15 12:00:47
Fei Directory 08/16/15 11:07:26
NW_7.0_Pre... Directory 08/19/15 20:41:29
Vo-Assignm... Directory 09/05/15 23:10:39
food Directory 08/31/15 16:49:32
images Directory 09/06/15 11:53:11
music Directory 09/08/15 23:36:45
Filename Filesize Filetype Last modified Permissions Owner/Group
.. Directory
.cl.selector Directory 07/10/15 13:... 0755 1676 1675
.cpanel Directory 07/10/15 13:... 0700 1676 1675
.cphorde Directory 08/27/15 06:... 0700 1676 1675
.htpasswds Directory 07/10/15 13:... 0750 1676 99
.pki Directory 07/10/15 13:... 0740 1676 1675
etc Directory 07/10/15 13:... 0750 1676 12
mail Directory 07/10/15 13:... 0751 1676 1675
public_html Directory 07/10/15 13:... 0750 1676 99
tmp Directory 07/10/15 22:... 0755 1676 1675
.bash_logout 18 File 10/15/14 02:... 0644 1676 1675

All you need to do now is click on the "public_html" folder to gain access to all the files that are associated with the public website. If you want to download the files from the "hostpapa" server onto your own computer, you need to drag the specific folder that you want onto the left side of the "Filezilla" screen. Make sure that you leave the folders as they are as they have already been organized in a way that allows the website to operate properly.

However, if there is a problem with the system, you should get the latest version of the system and reupload it to the server into the "public_html" folder. Once that is done, any errors should be reported to *hostpapa*. When we were hit with a problem while uploading the system onto the server, the *hostpapa* team got onto the problem right away and it was fixed within an hour or so.

Viewing it on your own computer

Once the system is on the "hostpapa" server, you can basically view the public website on any internet browser through the domain name: www.mosaicpatisserie.net. However, if you want to get down to the nitty gritty and actually have the system's files on your own computer, and view them without the need for internet, there's a couple more things you need to do, and it can get quite complex from this point.

ACCESSING HOSTPAPA (THE WEBHOST)

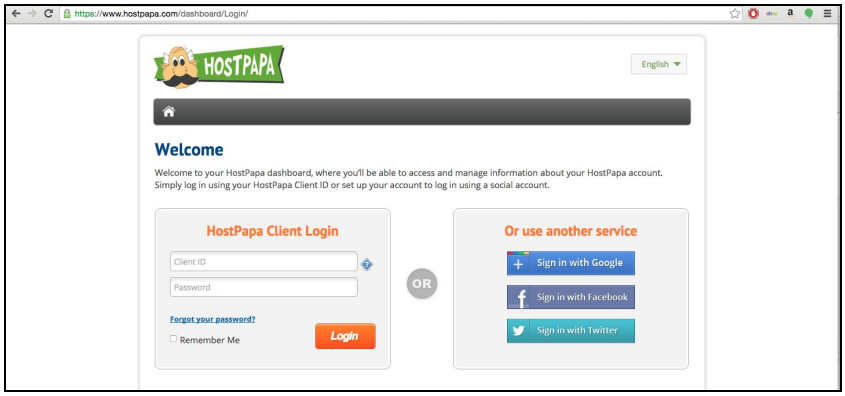
Accessing cPanel through hostpapa

Accessing cPanel through “hostpapa” is quite simple. You can access cPanel to manage the domains, add, and make changes to services on your account. Furthermore, you can access support tickets, update your contact and billing information and more. First of all you need to visit the following link:

Hostpapa dashboard	https://www.hostpapa.com/dashboard

You will be asked to sign in. Please use the following details.

Client ID	mosai230
Password	“ f4qx1vjc” or “mp12345” if the previous password did not work


https://www.hostpapa.com/dashboard/Login/
HOSTPAPA
English
Welcome
Welcome to your HostPapa dashboard, where you'll be able to access and manage information about your HostPapa account.
Simply log in using your HostPapa Client ID or set up your account to log in using a social account.
HostPapa Client Login
Client ID
Password
Forgot your password?
Remember Me
Login
OR
Or use another service
Sign in with Google
Sign in with Facebook
Sign in with Twitter

You can access your web hosting and email control panel (cPanel) at any time by clicking on the “My cPanel” tab in your HostPapa Dashboard. For more info on cPanel, go here: http://www.hostpapa.com.au/newclient.

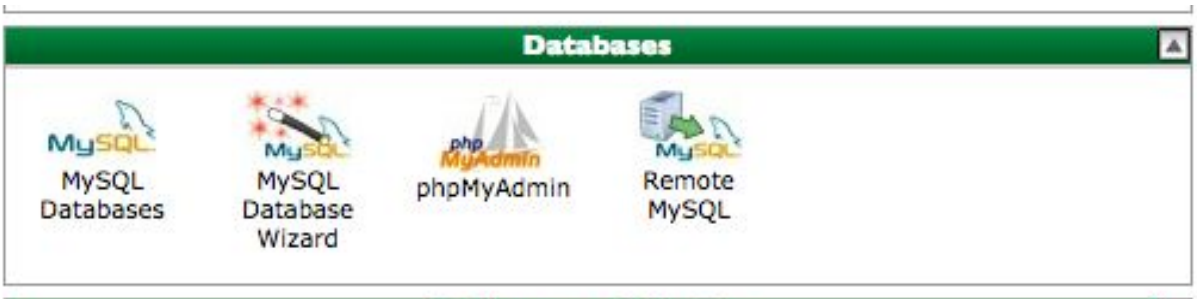
The following is more information that can help you access your hostpapa account.

HOSTPAPA ACCOUNT INFORMATION	
Domain Name	mosaicpatisserie.net
Hosting Plan	AU-Web Hosting Business (mosaicpatisserie.net)
Shared IP Address	69.172.239.155
FTP	mosaicpatisserie.net

Importing SQL database or editing the database

The databases for the public website and system have already been installed. However, if you're looking to edit the databases, you will probably need to have somebody with some IT skills to help you.

Accessing the databases through the webhost is quite simple. All you have to do is login to "hostpapa" and access the cPanel. Once you've accessed the cPanel, what you need to do next is scroll down until you see the tab titled, "Databases", it should look like this…



At this point, you should probably have exported the SQL from the latest version of the databases. You can click on "phpMyAdmin", and you'll be led to the phpMyAdmin server. Once here you can import the new SQL.

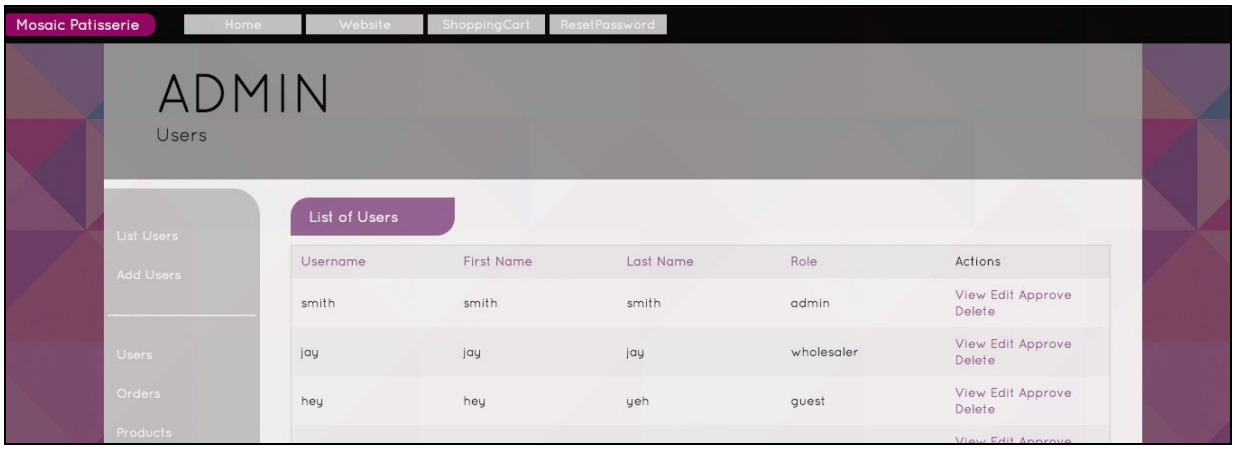
Again, to adhere to this task, you will probably need somebody who is experienced with coding and the SQL language, as the terminology I just used probably will not make sense to somebody who has no clue what SQL is.

SIGNING UP AS AN ADMIN USER

There are three types of users for this particular system - wholesaler, retailer and admin. Admin users are able to manage the products, orders, deliveries, transactions and user details that pass through the public website. Admin users also have access to the admin index page which only admin users can access. Signing up as an admin user is quite simple and easy, however it requires the account of another admin user, because only admin users can sign up other admin users.

Firstly, an admin user needs to sign in using their username and password simply by clicking on the login button, which can be found on any page within the public website.

Once signed in, you should be redirected to the admin index page which looks like this…



After this step, all you need to do is click on “Add Users” which can be found on the left hand side of the admin index page. You will then be redirected to the “Sign up” page. You need to make sure that for the “role” drop down box, the “admin” option is selected. Once you’ve signed up, you’re ready to use the system as an admin user.

A username and password that under the role of admin that you can use to get started is:

Username	smith
password	123456

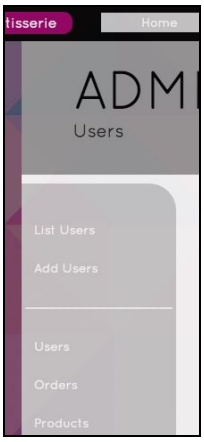
For further information as to how to sign up as an admin user: click on the following link. Please note that "mac@mosaicpatisserie.com" already has permission to this video.

Functions that are available to admin users https://drive.google.com/open?id=0B0g0WaCB1o9KaFEtblpmejlBV1E

ADMIN USER FUNCTIONS

As shown in the image above, the admin user interface is quite different to that of the public website interface. The difference is the color of the background. Whenever the background is purple, you'll know you're working with the admin interface of the system.

There are many things that an admin user will be able to do. There are five categories available for admin users to work with. The five categories are: users, products, orders, deliveries and transactions. All these categories are stationed to the left of the screen in a vertical navigation bar.



At the very top of the page there is also another navigation bar that contains links to the public website and admin index page. Besides that, there is also a "Reset password" function that admin users can use to reset passwords of retailer and wholesaler accounts whenever admin users receive a notification to do so.

Users

Under this category, admin users are able to register new admin users by clicking on the "add user" link which can be seen on the left hand side of the users page. Besides that, admin users will also be able to see a list of all the users that have an account with the system and furthermore - view, edit, delete and approve of accounts when necessary.

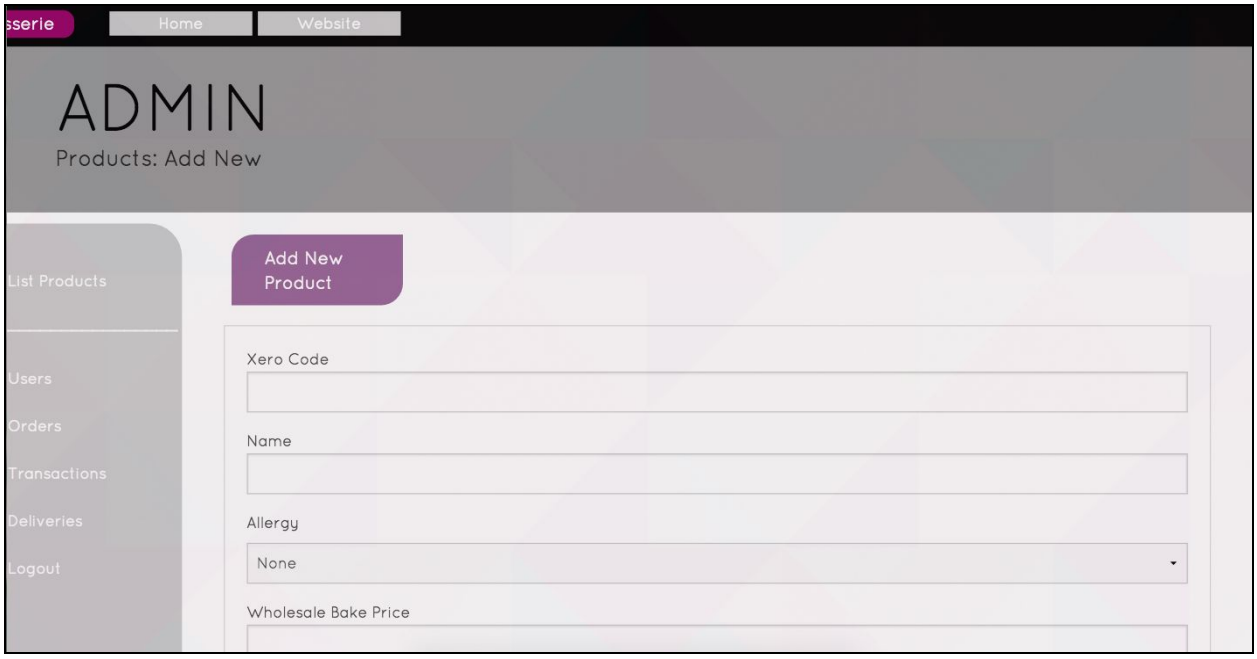
Products

When it comes to the products of the system, admin users are able to add, edit and delete products. Admin users will have the option of entering the XERO code for a specific product, the name, the flavour, description and admin users will also be able to add an image for the product. Please note that when a product is added in the product database, the same product will show up in the order menu in the public website. When it comes to adding an image, ensure that the "direct link" of the image is copied from "photobucket" and into "image url".

Where does XERO come into play?

So far, the products from the XERO database that have item codes that end in D and K have been incorporated into the products database of the system. If necessary, admin users can add more products. However, it will need to be typed in manually. The XERO database is not able to be added into the products database automatically.

This is what the “add new product” page looks like.



You can visit this page simply by clicking on the ‘products’ tab in the navigation bar on the left hand side of the screen and then click on “Add new product”.

Orders

Admin users will be able to enter orders into the orders database after customers have pay for their orders through paypal. Admin users will be able to select the user ID for the order, and type in details for the order. Admin users will also be able to also select the appropriate transaction ID. However, transaction details will need to be entered in first before the order details can be filled in.

Transactions

As mentioned previously, transaction details need to be entered before order details can be entered into the database. Once transactions details have been entered, the appropriate transaction ID can be selected in the orders database. Transaction details can also be entered once the customer has paid for their order through paypal.

Deliveries

When it comes to deliveries, again, these details can only be typed into the “deliveries” database once the customer has paid for their order. You can edit the status of the delivery from “incomplete” to “complete” based on how the delivery is.

For more information on the functions that are available to admin users, click on the link to the following video. If you are taken to a page that asks that you ask for permission, click ok.

Functions that are available to admin users	https://drive.google.com/open?id=0B0g0WaCB1o9KS0tjbWZNUC14ZDA

EDITING THE PUBLIC WEBSITE

Changing images for the slideshow on the gallery page

Changing the images of the gallery on the gallery page doesn't require you to know how to program or code, however, you do need to have basic computer skills such as "copying" and "pasting". If you feel you do not have basic computer skills, please find someone else who understands the basics of computers.

We were able to incorporate a gallery into the public website by using the facilities of another website called, "Cincopa".

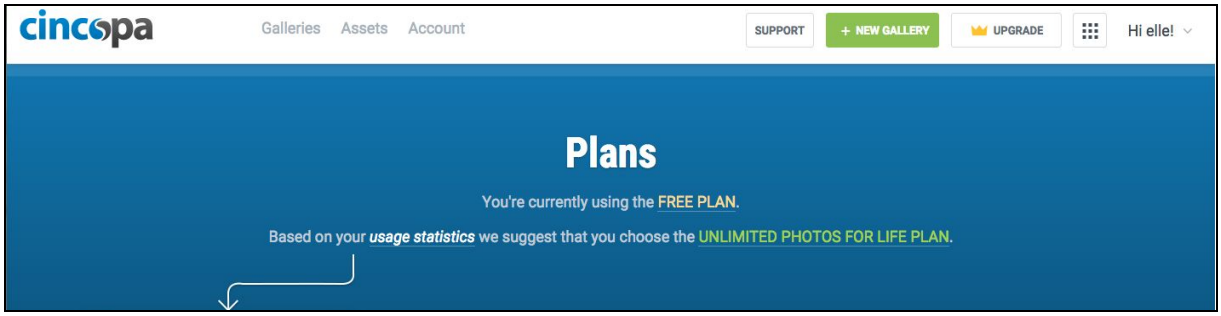
Follow the link below to the website.

Link to Cincopa	https://www.cincopa.com/login.aspx?continue=http%3a%2f%2fwww.cincopa.com%2fmedia-platform%2fupload-files%3ffid%3d13485115

To login to the website please use the following details

Username	linhv_123@hotmail.com
Password	archer_9

Once logged in, you should see a page like below.

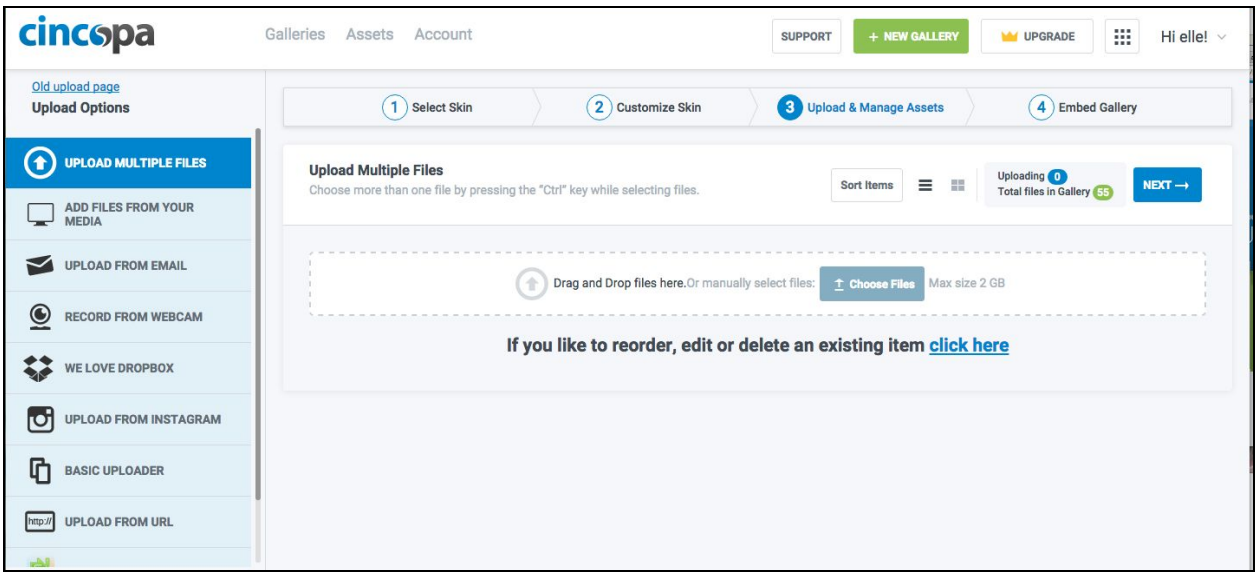


If it does not look like it exactly, that is alright, as long as the navigation bar containing the tabs: "Galleries", "Assets" and "Account", is available.

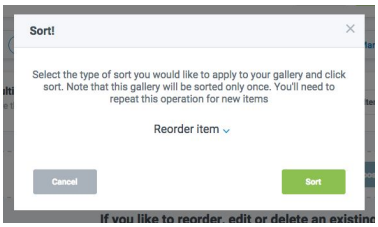
After this, click on this link to gain access to the gallery.

Link to mosaic patisserie gallery	http://www.cincopa.com/media-platform/upload-files?fid=13485115

You'll be taken to a page that looks like this:

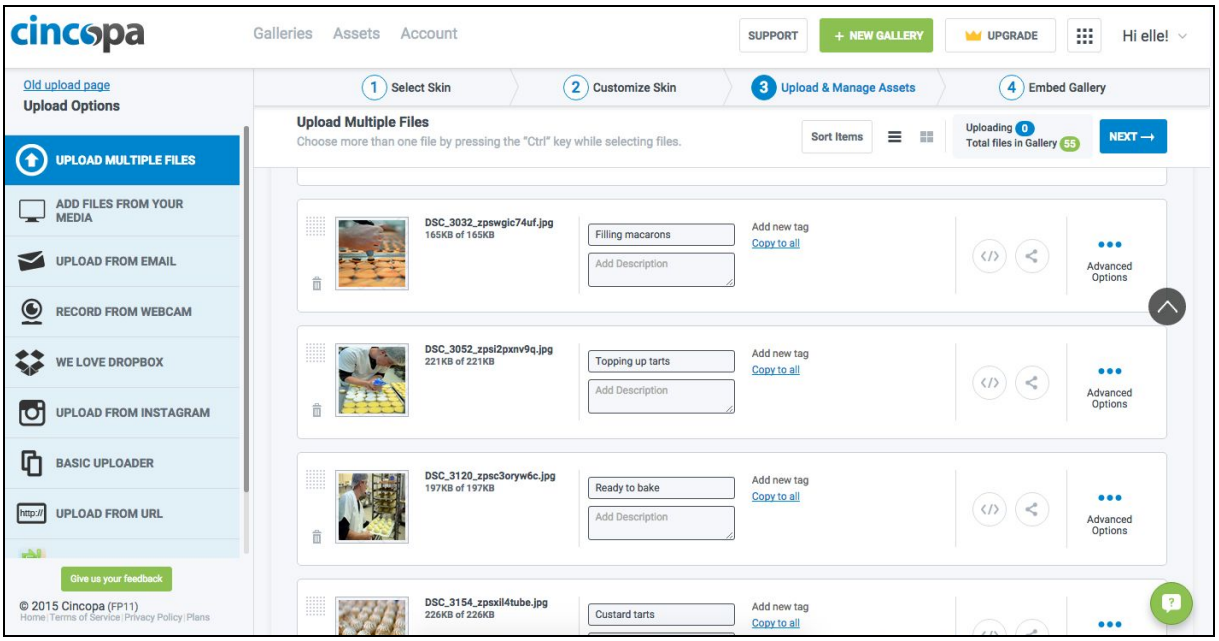


After this, you need to click on "sort items".

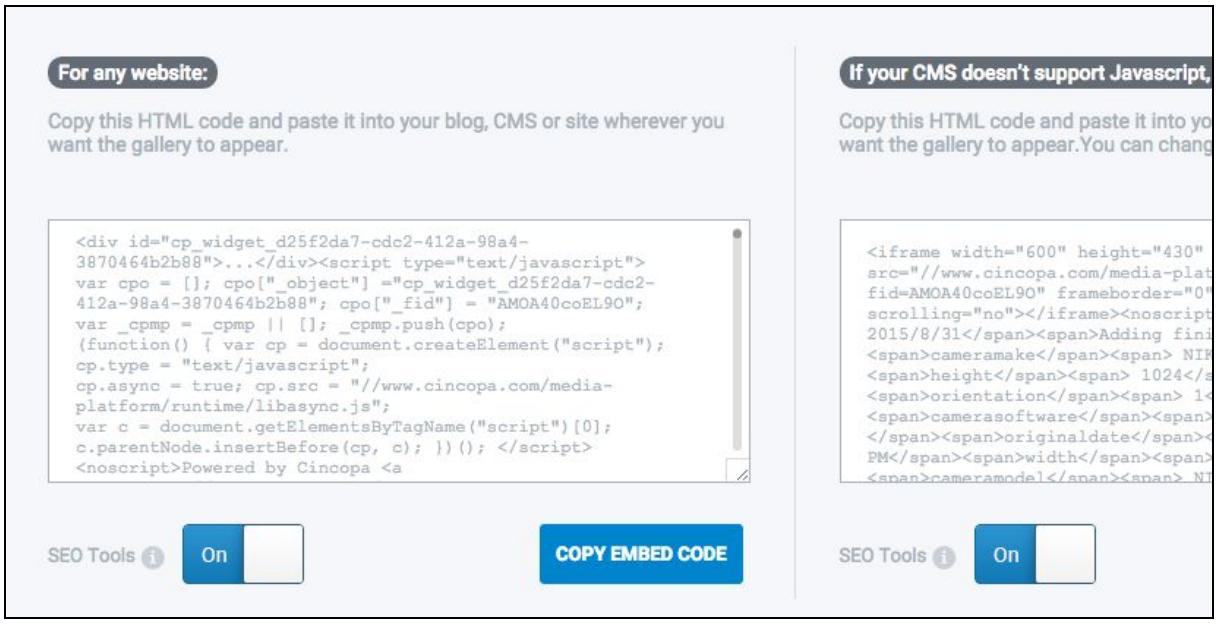

Sort!
Select the type of sort you would like to apply to your gallery and click sort. Note that this gallery will be sorted only once. You'll need to repeat this operation for new items
Reorder item
Cancel
Sort

After this, all you need to do is click on "sort" - Which is the "green" button in the image to the left. You will then be taken to the gallery with all the images where you can delete and edit all the necessary images.

This is what the screen would look like:



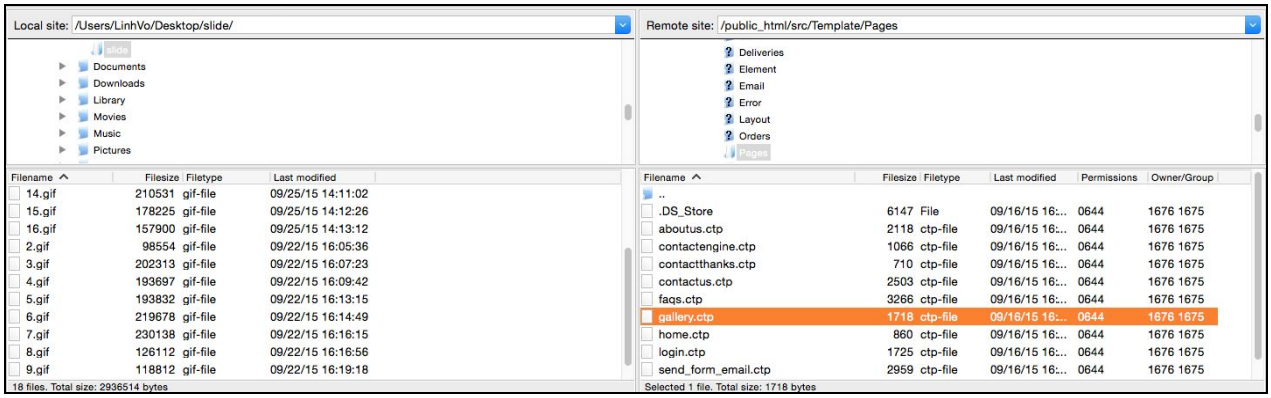
To add files, you can click on the “choose files” weapon. Once you’ve uploaded all the images that you need to. You need to click the “next” button, which will lead you to the “embed your gallery” page. We will come back to this page later because we will be copying the code. However, for now, we will move onto another step. Just keep this tab open in your internet browser.



After this step, there is only one thing left to do and that is to update the code in the public website. At this stage, you need to connect to the “hostpapa” server using Filezilla. To understand how to do this, you can look at pages 3 - 6.

Once you’re connected to the “hostpapa” server, you need to navigate your way to the “pages” folder by first clicking on “public_html”, then find the “src” folder, then the “template” folder, and you’ll be able to find the “pages” folder by this point. All you have to do now is find “gallery.ctp”. “gallery.ctp” is the page that contains the code to the gallery.

You can’t edit the file on Filezilla, so you need to download it to your own computer. As stated in pages 3 - 6, the left hand side of Filezilla is your computer files and the right hand side is the server that you’re connected to, in this case, the right hand side is “hostpapa”.


Local site: /Users/LinhVo/Desktop/slide/
slide
Documents
Downloads
Library
Movies
Music
Pictures
Filename Filesize Filetype Last modified
14.gif 210531 gif-file 09/25/15 14:11:02
15.gif 178225 gif-file 09/25/15 14:12:26
16.gif 157900 gif-file 09/25/15 14:13:12
2.gif 98554 gif-file 09/22/15 16:05:36
3.gif 202313 gif-file 09/22/15 16:07:23
4.gif 193697 gif-file 09/22/15 16:09:42
5.gif 193832 gif-file 09/22/15 16:13:15
6.gif 219678 gif-file 09/22/15 16:14:49
7.gif 230138 gif-file 09/22/15 16:16:15
8.gif 126112 gif-file 09/22/15 16:16:56
9.gif 118812 gif-file 09/22/15 16:19:18
18 files. Total size: 2936514 bytes
Remote site: /public_html/src/Template/Pages
Deliveries
Element
Email
Error
Layout
Orders
Pages
Filename Filesize Filetype Last modified Permissions Owner/Group
..
.DS_Store 6147 File 09/16/15 16:... 0644 1676 1675
aboutus.ctp 2118 ctp-file 09/16/15 16:... 0644 1676 1675
contactengine.ctp 1066 ctp-file 09/16/15 16:... 0644 1676 1675
contactthanks.ctp 710 ctp-file 09/16/15 16:... 0644 1676 1675
contactus.ctp 2503 ctp-file 09/16/15 16:... 0644 1676 1675
faqs.ctp 3266 ctp-file 09/16/15 16:... 0644 1676 1675
gallery.ctp 1718 ctp-file 09/16/15 16:... 0644 1676 1675
home.ctp 860 ctp-file 09/16/15 16:... 0644 1676 1675
login.ctp 1725 ctp-file 09/16/15 16:... 0644 1676 1675
send_form_email.ctp 2959 ctp-file 09/16/15 16:... 0644 1676 1675
Selected 1 file. Total size: 1718 bytes

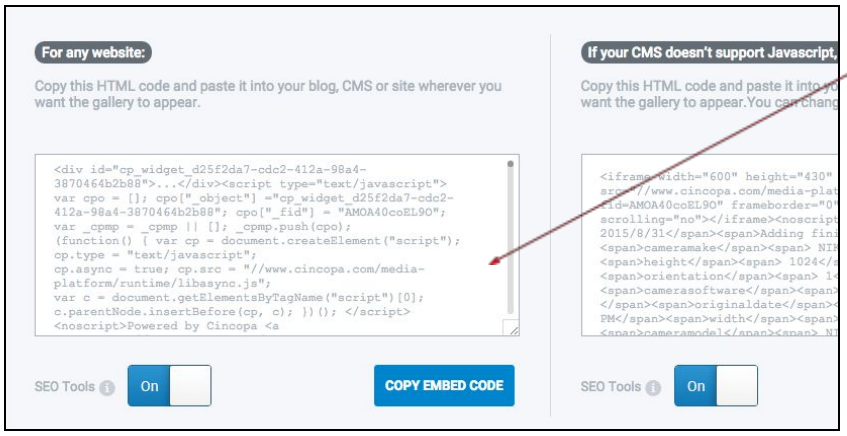
Make sure the left hand side is open to the folder that you want to save to and all you have to do at this point is to drag the “gallery.ctp” file to the left hand side of the screen. Alternatively, you can just right click on “gallery.ctp” and choose “download”.

After this, you need to navigate to the file you just downloaded and open it up with “notepad”. The image below is what the file looks like once opened with “notepad”.
The only step left is to select the code after it says “startselecting” but before it says “stopselecting”.

```
<!--Contentbegins-->
<div id="content">

<!--mainbegins-->
<div id="maingallery">

        <h3>Gallery</h3>
        <div class ="gallery">


        <!--startselecting--><div id="cp_widget_0dd947c2-6223-4976-bdb5-b1ad8d39dade">...</div><script type="text/javascript">
var cpo = []; cpo["_object"] ="cp_widget_0dd947c2-6223-4976-bdb5-b1ad8d39dade"; cpo["_fid"] = "AMOA40coEL9O";
var _cpmp = _cpmp || []; _cpmp.push(cpo);
(function() { var cp = document.createElement("script"); cp.type = "text/javascript";
cp.async = true; cp.src = "//www.cincopa.com/media-platform/runtime/libasync.js";
var c = document.getElementsByTagName("script")[0];
c.parentNode.insertBefore(cp, c); })(); </script><noscript>Powered by Cincopa <a href='http://www.cincopa.com/video-hosting'>Video Hosting for Business</a> solution.<span>New Gallery
2015/8/31</span><span>originaldate</span><span> 1/1/0001 6:00:00 AM</span><span>width</span><span> 500</span><span>height</span><span> 500</span><span>originaldate</span><span> 1/1/0001 6:00:00
AM</span><span>width</span><span> 500</span><span>height</span><span> 500</span><span>originaldate</span><span> 1/1/0001 6:00:00 AM</span><span>width</span><span> 500</span><span>height</
span><span> 500</span><span>originaldate</span><span> 1/1/0001 6:00:00 AM</span><span>width</span><span> 500</span><span>height</span><span> 500</span><span>flash</span><span> 16</
span><span>cameramake</span><span> Canon</span><span>height</span><span> 500</span><span>camerasoftware</span><span> Adobe Photoshop Ligh</span><span>originaldate</span><span> 8/24/2012
12:06:14 AM</span><span>width</span><span> 500</span><span>cameramodel</span><span> Canon EOS DIGITAL RE</span></noscript><!--stopselecting-->

</div>

</div>
<!--mainends-->

</div>
<!--contentends-->
```

Once selected, you need to delete that code.
This is what you should have left. Keep this file open.

You should now go back to the tab before that we left open with the code we need to copy


For any website:
Copy this HTML code and paste it into your blog, CMS or site wherever you want the gallery to appear.
SEO Tools
On
COPY EMBED CODE
If your CMS doesn't support Javascript,
Copy this HTML code and paste it into yo
want the gallery to appear.You can chang
SEO Tools
On

COPY THIS CODE

Go back to the file in “notepad” and “paste” the code that you’ve just copied.

YOU NEED TO PASTE THE CODE HERE.

After this, save the code. Go back to Filezilla and upload the file that you’ve just worked on back into the “pages” folder. That’s it, you’ve updated your gallery. To see if the gallery has changed, you can go to the mosaic patisserie website and click on the “gallery” tab in the navigation bar.

Please note that if none of this is making any sense to you, find somebody who has some experience in coding or a good understanding of computers.

Editing the images in the slide show on the home page

Changing the images of the slideshow on the “home.ctp” page, also requires you to know the basics of computers such as “copying” and “pasting”. Similar to editing the “gallery” page, you need to connect to the “hostpapa” server and download the “home.ctp” page, which is in the same folder as the “gallery.ctp” page. To understand how to find the page, read page 14.

Once you’ve found the “home.ctp” page and downloaded it to your own server, you can start editing the code within the file. The contents of the file should look like this…

```
<!--Contentbegins-->
<div id="content">

<!--mainbegins-->
<div id="mainhome">

        <div id="slideshow">

        <!-sectiontoedit-->
        <ul>
                <li>
                        <?php echo $this->Html->image('cara.gif', ['alt' => 'test']); ?>
                        <p>Try one of our lovely mousse cakes...</p>
                </li>

                <li>
                        <?php echo $this->Html->image('tart.gif', ['alt' => 'test']); ?>
                        <p>...or one of our delectable tarts...</p>
                </li>

                <li>
                        <?php echo $this->Html->image('blue.gif', ['alt' => 'test']); ?>
                        <p>...or one of our freshly baked muffins.</p>
                </li>

                        <li>
                        <?php echo $this->Html->image('maca.gif', ['alt' => 'test']); ?>
                        <p>...Oo one of our famous macarons.</p>
                </li>
        </ul>
        <!-sectiontoedit-->
    </div>

</div>
<!--mainends-->

</div>
<!--contentends-->
```

If you plan on changing the images of the website, you need to make sure the pixels are 950px x 350px and has a “gif” file extension. Once you have your images, all you need to do is change the names of the current images used in the slideshow.

Below is an example: the file is called ‘cara.gif’, all you need to do is change ‘cara’ to the name of your image file. Once you’ve changed the image file names, save it and upload it back onto the “hostpapa” server and into the right folder.

```
e('cara.gif', ['alt' => 'test']); ?>
sse cakes...</p>
```

The only step left is to upload the image files onto the “hostpapa” server as well. You need to make sure that you upload the image files into the “img” folder. If you follow this path, you’ll reach it.

public_html ---> webroot ---> img

Once you’ve uploaded the image files into the “img” folder, test the website to see if the images in the home page slide show have changed.

CUSTOMER ACCESS

What do public users have access to?

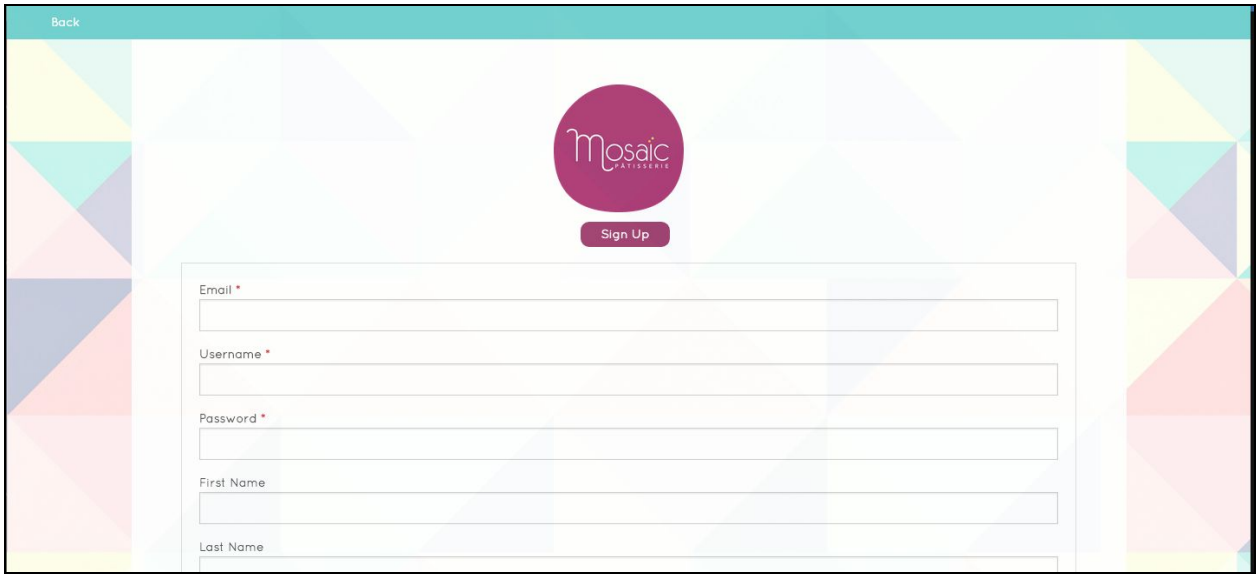
Public users are able to do many things with the public website and system. Firstly, public users will be able to view all the pages available through links that are available in the navigation bar such as “home”, “about”, “gallery”, “order menu”, “contact us” and “faqs”. The order menu does have a couple conditions based on the kind of account that users make with the system.

The types of users for the system

When a public user signs up to make an account with the system, they have the option of signing up as a “wholesaler” or a “retailer”. Depending on what account the user has created, they will see a different order menu. “Wholesaler” users will see the “wholesaler” menu and “retailer” users will see the “retail” menu. If users wish to pay for an order, they have to make an account with the system. If the public user has reached the stage where they want to pay for an order, but they have yet to sign in. They’ll be asked to sign in.

How will public users sign up?

On the main pages of the website, there is a “sign up” button. Users can click on this button to create an account.



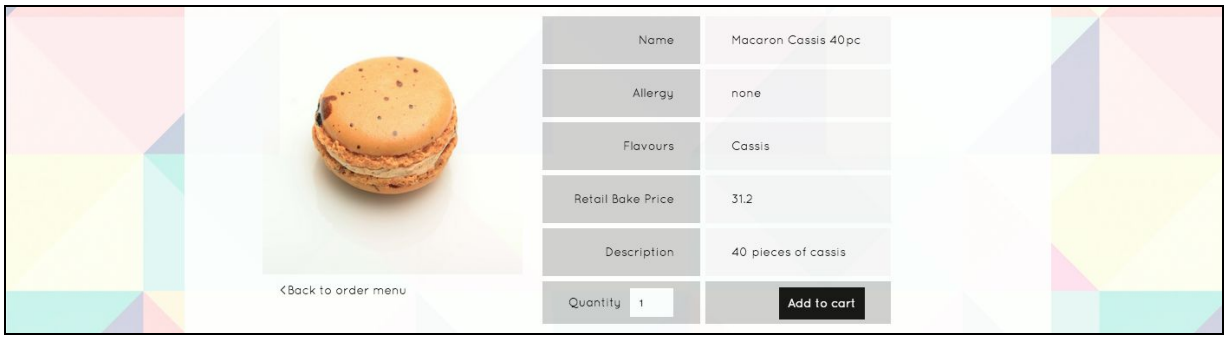
Understanding the front end https://drive.google.com/a/monash.edu/file/d/0B0g0WaCB1o9KRFo2bE1rZDhLZEk/view?usp=sharing

If a user signs up with a wholesaler account, admin users will be notified and will be able to choose whether or not they would like to approve their accounts. Admin users will be notified through email. Once the notification has been received by the admin user, the admin user can log onto the system to approve the user's account. The user cannot use their account until it has been approved.

Understanding how the ordering system works for public users.

The way that customers can purchase orders through the system is similar to that of any online shopping website. Firstly, customers will need to make an account with the system and choose whether they would like to be a "wholesaler" customer or a "retailer" customer. Please note that customers won't be able to start making an purchases until their account has been approved by admin.

Customers can add items to their shopping cart by click on a product and viewing it.



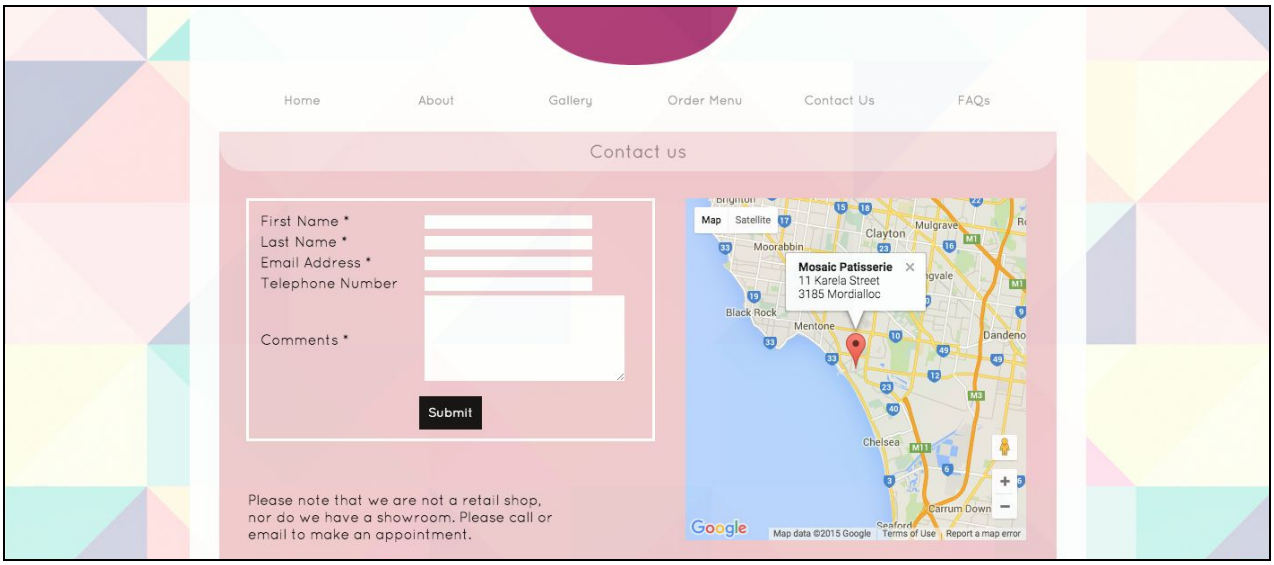
Customers can see the shopping cart by clicking on a link that says shopping cart. Once customers are happy with their shopping cart, they can proceed to pay for those items through paypal. The rest is quite simple if you understand how online shopping works.

Below is a link that may help you understand how online shopping works.

Understanding online shopping	https://www.paypal.com/au/webapps/mpp/pay-online

How will customers contact the business?

Customers will be able contact the business through a message function that can be found on the "contact us" page on the public website. All public users have to do, is to fill in the necessary details and of course leave their email address, or else Mosaic Patisserie will not be able to reply to any messages. If incorrect details have been filled in, the system will ask the user to fill in those details again.



How to change the email that receives messages from public users

If you would like to change the email that receives messages from public users, you will need to again access the system through “hostpapa” first. To understand how to gain access to the system through hostpapa, please read through pages 3 - 6. Once you’ve accessed the system, navigate your way, follow this path…

public_html → src → Template → pages
Once you are in the “pages” folder, find, “send_form_email.ctp” and open it up with notepad. Once you’ve opened it up, it should look a little something like this…

```
<?php

if(isset($_POST['email'])) {
    // EDIT THE 2 LINES BELOW AS REQUIRED
    //$email_to = "you@yourdomain.com";
    $email_to = "saw2@student.monash.edu";
    $email_subject = "Your email subject line";

    function died($error) {

        // your error code can go here
        echo "We are very sorry, but there were error(s) found with the form you submitted. ";
        echo "These errors appear below.<br /><br />";
        echo $error."<br /><br />";
        echo "Please go back and fix these errors.<br /><br />";
        die();
    }

    // validation expected data exists
    if(!isset($_POST['first_name']) ||
        !isset($_POST['last_name']) ||
        !isset($_POST['email']) ||
        !isset($_POST['telephone']) ||
        !isset($_POST['comments'])) {
        died('We are sorry, but there appears to be a problem with the form you submitted.');
    }

    $first_name = $_POST['first_name']; // required
    $last_name = $_POST['last_name']; // required
```

At the top, you should be able to see a line that reads, “$email_to = “saw2@student.monash.edu”. That email is one of our emails that we are currently using to test the system, please change that to any email that you desire.

Make sure that when you're done editing, you save the file and reupload it to the "hostpapa" server. Again, please look at pages 3 - 6 to gain a better understanding of how to do this. If you still don't understand how to do this, please get help from somebody who has a good understanding of coding and computers.

```
1  <?php
2
3  if(isset($_POST['email'])) {
4      // EDIT THE 2 LINES BELOW AS REQUIRED
5      //$email_to = "you@yourdomain.com";
6      $email_to = "saw2@student.monash.edu";
7      $email_subject = "Your email subject line";
8
```

ERRORS

The system has been debugged of any errors, however, if an error were to pop up, it will most likely display the following message, "please enable intl in bootstrap.php". If you see an error that has this message, all you need to do is to contact "hostpapa" because this is something only they can work out. You can contact hostpapa through their website and through their online chat. You can gain access to their website through this link:

Link to hostpapa website http://www.hostpapa.com.au/

Please note that once the system has been handed over, the weeks before post implementation is when you should contact us if there are any problems, after this time, you will no longer be able to depend on Monash University.

BACK UP

How to backup the system

When the system is handed over, the latest system files will also be handed over and should be kept in a safe place. Copies of it should be made in each of the computers within the business just in case something happens on one computer.

Besides that, copies of the files should also be kept on a hard drive as well. Ensure that the file is named appropriately, with the date also included in the name of the file/folder.

If you've made changes to the system after the system has been handed over. It's best to download the system folders and again, name the folders appropriately, with the data also included in the file name. Similarly, copies of the folders should be made a kept in different places such as different computers and portable hard drives.

You can also backup the system through the hostpapa website itself, however, it will cost more money. Even so, it would probably save a lot more time because if the website were to run into any problems, and you had to use another backup of the system, you would have to go through all the steps of implementing the system again. The following is a link to some information about backing up the website.

Backing up with hostpapa	http://www.hostpapa.com.au/automated-website-backup/

RECOVERY

As stated above, every time a change is made to the system, a copy of it should be downloaded from the server and then it should be duplicated. Duplicates of the system should be named appropriately and should include the date, just to ensure that the files do not get mixed up. It will also make it quicker to find the latest version of the system. When you make duplicates of the system, make sure you keep them in a safe place.

Recovering the system is pretty easy and it is similar to installing the system all over again. Of course if there is a problem with the system, you should contact "hostpapa" right away through their online chat.

Link to hostpapa website	http://www.hostpapa.com.au/

If all else fails, connect to the hostpapa server and get rid of the files within the "public_html" folder. Once this is done, get ahold of your latest version of the system and upload it back onto the "hostpapa" server. To understand how to do this, you can look at pages 3 - 6 as they will tell you have to connect to the server and how to upload files.

REFERENCES

Website links

Link to hostpapa website	http://www.hostpapa.com.au/
Downloading an FTP link:	https://filezilla-project.org/
Understanding online shopping	https://www.paypal.com/au/webapps/mpp/pay-online
Instructions on how to install Filezilla	https://wiki.filezilla-project.org/Client_Installation
Hostpapa dashboard	https://www.hostpapa.com/dashboard
Link to Cincopa	https://www.cincopa.com/login.aspx?continue=http%3a%2f%2fwww.cincopa.com%2fmedia-platform%2fupload-files%3ffid%3d13485115
Link to mosaic patisserie gallery	http://www.cincopa.com/media-platform/upload-files?fid=13485115

Videos

Functions that are available to admin users	https://drive.google.com/open?id=0B0g0WaCB1o9KaFEtblpmejlBV1E
Functions that are available to admin users	https://drive.google.com/open?id=0B0g0WaCB1o9KS0tjbWZNUC14ZDA
Understanding the front end	https://drive.google.com/a/monash.edu/file/d/0B0g0WaCB1o9KRFo2bE1rZDhLZEk/view?usp=sharing